



Nomination Packet

Michigan Department of Career Development
Office of Career and Technical Preparation



2003 Breaking Traditions Award

Student Recognition Program for Michigan Career and Technical Education (CTE) Students Pursuing Career Training Nontraditional for Their Gender



The Office of Career and Technical Preparation is searching for outstanding students who have been successful in a Career and Technical Education program area that is non-traditional for their gender to participate in Michigan's second statewide Breaking Traditions Awards.

The Breaking Traditions Award is an excellent opportunity for students, CTE programs, schools, and community colleges to receive recognition and positive publicity. It provides an avenue to recognize and highlight student achievement in non-traditional career training, and to provide role models for other students considering a non-traditional career.

2003 Award Instructions

ELIGIBILITY:

To qualify for consideration, a student must:

- Be a concentrator or completer in a Career and Technical Education (CTE) (grades 11 and 12) or occupational program (postsecondary) area nontraditional for his or her gender. (See reference list.)
- Be enrolled in a Michigan public high school, public charter school, CTE program, or public community college occupational program during the 2002-2003 school year.
- Be nominated by a teacher, counselor, administrator, or other personnel employed by the student's career center, school, or community college.
- Have satisfactory academic standing, and acceptable disciplinary history.
- Have made an outstanding contribution to awareness of nontraditional careers through successful participation in one or more of the following activities:
 - Exemplary completion of a program considered nontraditional for the student's gender.
 - Successful competition in a program-related event or contest (local, regional, state, or national).
 - Leadership in a Career and Technical Student Organization (CTSO).
 - Recruiting other students into programs nontraditional for their gender.
 - Mentoring of other students in programs nontraditional for their gender.
 - Significant contributions to the student's specific CTE program.

Students who have been previously nominated may participate; however, prior recipients of the Breaking Traditions Recognition Award are ineligible.

TO BE CONSIDERED, A STUDENT MUST:

- Complete all items included in the application and
 - Be nominated by a teacher, counselor, administrator or other personnel employed by his or her career center, high school, or community college.
 - Include at least two photographs or digital photography. (See specific requirements below.)
 - Include a letter of support for the application (from someone other than the nominator).
 - Include the release of information /consent statement signed by his/her parent/guardian.
 - Have the nominator send the complete application packet to the Office of Career and Technical Preparation postmarked by February 15, 2003.

NOMINATIONS:

Each school may nominate only one student per CIP code program. Only school officials may nominate students for this award. If a nominator feels there are two or more deserving students, the nominator should have the students fill out the awards application materials and have appropriate local school personnel select which student to nominate.

2003 AWARD CATEGORIES:

Breaking Traditions Recognition Award—four awards statewide (one male and one female secondary level award; one male and one female postsecondary award).

Breaking Traditions Regional Merit Award—Up to 25 awards statewide.

Breaking Traditions Certificate Awards—Up to 100 statewide.

JUDGING:

A committee composed of Michigan Department of Career Development (MDCD), Office of Career and Technical Preparation (OCTP), staff will evaluate all complete applications using a 100-point scale. The winners will be selected in April 2003 based upon the information provided in the application materials, career and technical skill level, and the ability to be a non-traditional role model for other students. Winners will be notified at the location of their Career and Technical Education program. All decisions will be final, and all applications become the property of MDCD/OCTP. A list of winners will be posted on the www.michigan.gov/mdcd Web site.

Application/Review Criteria

Part 1: Nominator Form

Must be typed (computer or typewriter). All information must be provided, nominator and administrator must sign, and nominator's questions must be completed. (20 points)

Part 2: Photos

Photographs must be included for the nomination packet to be complete. **Digital or standard photos may be submitted.** Please include one face shot (taken from the waist or shoulders up) and at least one action shot of the student working in his/her program area. (Example: welder welding, brick mason laying brick, nurse caring for a patient.) Please take care when taking/ selecting photos to assure that the student is recognizable as a person of his or her gender, that all required safety precautions are in place, and that it is obvious what the student is doing. The best pictures appear spontaneous with the subject seemingly unaware that the photo is being taken.

Digital Photos: save in JPEG format. When using digital photography, select the highest quality available on your camera. You may submit the photo files as an e-mail attachment or on disk/CD-ROM. Please indicate the name of the student and school on disks, CD-ROM, or e-mail files. Please also print out all digital photos and attach them to the nomination packet.

Standard Photos: Send these with the nomination packet. Write the name, address, school, and school program on a piece of tape and attach to the back of each photo. **Do not staple or use paper clips on photos.** We suggest photos be submitted in a smaller envelope within the nomination packet, labeled with the student's name, school, and program. (20 points)

Part 3: Student Form: All questions must be answered. All information must be typed (computer or typewriter) and complete, including required signatures. All pages must be submitted to the nominator.

1. *Basic information*—Includes contact and program information. (10 points)
2. *Consent/release of information statements signed by parent/guardian.* This signed consent grants permission for the student's image or photographs to be used to promote career training that is nontraditional for his/her gender in print or other media by the Michigan Department of Career Development, Office of Career and Technical Preparation, or its designees. This consent also authorizes release of information to local and state press/media should the student be recognized. All nominees and parent/guardian (for students under age 18) must sign the form. (10 Pts.)
3. *Student's questions*—The student provides basic information about the student's choice of career training, future plans, and school activities. (10 points)
4. *Essay*—(500 or fewer words) This is the student's opportunity to describe the impact that training for a nontraditional career has had on his/her life. (20 points)
5. *Letter of recommendation*—From someone other than the nominator who knows the student well and can address his/her strengths (instructor, principal, counselor, mentor, employer, etc.). Must be on official letterhead. (10 points)

(The application will be judged on the content. Students may receive assistance in the editing of the questions and essay, but the information and ideas should be the student's own.)

Nomination Packet:

Please make additional copies of the forms as you need them. All application materials must be typed (computer or typewriter). **All items should be collected and submitted in one packet by the nominator.** Keep a copy for your records.

Packet must include:

- ☐ Completed nominator form and questions
- ☐ Photos
- ☐ Completed student form and questions
- ☐ Letter of support
- ☐ Student essay

Nomination Packets must be postmarked on or before February 15, 2003.

Send complete packets to:

Breaking Traditions Award

C/O: Norma Tims

Office of Career and Technical Preparation

P.O. Box 30712

Lansing, MI 48909

(Digital photos may be e-mailed to timsn@michigan.gov)

Process:

Information and applications will be made available to regional administrators, CTE contacts, career center administrative contacts, community college occupational deans, educational advisory groups, special populations coordinators, tech prep coordinators, CI contacts, gender equity contacts, and other interested parties through OCTP information dissemination (e.g., list serve), OCTP meetings, mailings, and promotion by OCTP staff. Additional application materials may be duplicated, downloaded from the www.michigan.gov/mdcd Web site, or requested from OCTP.

Quick Submission Checklist

All items must be typed (computer or typewriter)

- ☐ Completed nominator form (with all signatures)
- ☐ Nominator's questions
- ☐ Completed student form (with student and parent signatures)
- ☐ Student questions
- ☐ Letter of support (from someone other than nominator)
- ☐ Student essay
- ☐ Photos (minimum of one face *and* one action)

Submit as one packet. **Do not staple photos.** Keep a copy for your records.

Must be postmarked by February 15, 2003.

Late or incomplete applications will not be considered or be eligible for awards.

Nontraditional students are defined as those persons studying careers traditionally chosen by the other gender. A nontraditional program area is one in which 75 percent or more of the persons in that field of work are usually of the other gender. Nontraditional students enrolled in the following programs are eligible to be nominated.

Michigan CTE Programs Identified as Nontraditional For Female Students

Based on Bureau of Labor Statistics Information provided by the United States Office of Vocational and Adult Education

<i>Michigan CIP Code</i>	<i>Michigan Program Name</i>
01.0201	Agricultural Mechanics
02.9999	Agriscience and Natural Resources
15.0607	Plastics
15.0699	Industrial Production Technology
43.9999	Law Enforcement, Public Safety/ Protective Services
46.0301	Electric and Power Transmission Installer
46.9900	Construction Trades, Construction/ Building Maintenance
47.0101	Electrical and Electronics Repair
47.0106	Major Appliance Repair
47.0199	Electro-Mechanical Technology
47.0201	Heating, Air Conditioning, and Refrigeration
47.0399	Industrial Equipment Maintenance and Repair
47.0603	Collision Repair Technician
47.0604	Automotive Technician
47.0605	Medium/Heavy Equipment/ Truck Technician
47.0606	Small Engine Repair
47.0608	Aircraft Mechanics
47.9999	Transportation Services and Technology
48.0199	Drafting and Design Technology
48.0503	Machine Tool Operation/ Machine Shop
48.0508	Welding, Brazing, and Soldering
48.0701	Woodworking and Furniture Making
49.0101	Air Transportation
49.0306	Marine Mechanics

Michigan CTE Programs Identified as Nontraditional For Male Students

Based on Bureau of Labor Statistics Information provided by the United States Office of Vocational and Adult Education

<i>Michigan CIP Code</i>	<i>Michigan Program Name</i>
12.0403	Cosmetology
20.0299	Child and Adult Care Services
20.0601	Building and Home Maintenance and Services
51.9999	Allied Health Technologies (AHT)
52.9994	Business Services and Technology (BST)

Nominator Form

To be completed by nominator and submitted with the Nominator Questions, Student Form and Questions, Student Essay, Letter of Support, and Photos by February 15, 2003. Must be typed (computer or typewriter). This form is available online at www.michigan.gov/mdcd.

For OCTP use only

CEPD _____ CIP _____
Region _____
Scores _____
School _____

Student Information

Category (Please check one): ☐ Secondary Program (Grade Level __) ☐ Postsecondary/Adult Program

School's County: _____

Student's Name _____
Home Address _____
City _____
State _____ Zip Code _____
Home Phone _____
E-mail _____

Is Student Under Age 18? ☐ Yes ☐ No

If yes, make sure a parent or guardian has signed the consent statement on the Student Form. All participants also must sign this portion of the form.

Parent/Guardian's Name(s) _____
Name of Student's Primary Instructor(s) _____
Nontraditional CTE Program _____ CIP Code _____
No. of Years in Program _____
Location of Program (Name of School or College) _____
Name of CTE Director/Dean _____

For students attending a Career and Technical Education Center, provide the name of the student's sending school:

Nominator Information

Nominator's Name _____
Title _____
Name of School or College _____
Work Address _____
City _____ State _____ Zip Code _____
Work Phone _____
E-mail _____
In what capacity do you know the nominee? _____

Nominator's Signature _____

Title _____ Date _____

Awards

Name of Student As It Should Appear on Certificate _____
Name of School That Should Appear on Award _____
Where Should Awards Be Sent? *If your school nominates more than one student (Remember EACH SCHOOL MAY SUBMIT ONLY ONE STUDENT NOMINEE PER CTE EDUCATION PROGRAM), please designate one person per school to be the contact for this award. OCTP will not send awards directly to students.*
Name _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ E-mail _____

Administrator's Signature (Director, Principal, Dean, etc.) _____

Title _____ Date _____

Nominator Questions

To be completed by nominator and submitted with Nominator Form, Student Form and Questions, Essay, Letter of Recommendation, and photos by February 15, 2003. Must be typed (computer or typewriter). This form is available online at www.michigan.gov/mdcd.

(Attention Nominators! The judges look carefully at what you write in the nomination form. Your comments are an important factor in determining which students are chosen as winners.)

Answer in 200 or fewer words per question. Use a separate sheet of paper. Copy each question, then write your answer.

1. Provide background information for the judges. Briefly describe what students learn in the student's program. (Include specifics about what is taught.)
2. Describe the student's specific skills: grades, ability to enter workforce, level of skill competency. How does this student go above and beyond the normal criteria?
3. What interpersonal skills does this student show with classmates and instructors? How has her/his presence affected the program?
4. How has this student overcome the challenges (academic/personal) of being a nontraditional student?
5. Describe how the Breaking Traditions Award will help the student achieve her/his career goals.

Photos

Photos must be included for the nomination packet to be complete. Please include one face shot (taken from the waist or shoulders up) and at least one action shot (the student working in her/his program; for example, a welder welding, brick mason laying brick, nurse caring for a patient, etc.). Remember, the best action shots are the ones that appear spontaneous with the subject seemingly unaware that her/his photo is being taken. Please send digital or standard photos.

Digital Photos: *save in a JPEG format.* When using a digital camera, select super-high quality (SHQ) or the highest quality available on your camera before taking the photo. (Please do NOT change from the original size when saving as a JPEG.) Send your photo as an e-mail attachment to timsn@michigan.gov or copy to a disk or CD-ROM and send it in the packet. ***In addition, print out all digital photos and attach to the nominator packet.***

Standard Photos: Send with nominator packet, and do not staple or paper clip them to the packet. ***Write the name, address, school and school program on a piece of tape and attach to the back of each photo.*** We suggest labeled photos be submitted in a smaller envelope within the nomination packet, labeled with the student's name, school, and program.

Student Form

To be completed by student and submitted with Nominator Form and Questions, Student Questions, Essay, Letter of Recommendation, and photos by February 15, 2003. Must be typed (computer or typewriter). This form is available online at www.michigan.gov/mdcd.

Instructions

1. Provide answers to questions 1-6 on separate paper.
2. Write your essay.
3. Attach a letter of recommendation from someone other than your nominator. (Could be written by your Instructor, Director, Community College Dean, Principal, Employer, etc.)
4. Have your nominator send this form, the Nominator Form and Questions, your questions, photos, essay, and letter of recommendation to: BREAKING TRADITIONS AWARD, Norma R. Tims, Consultant, Office of Career and Technical Preparation, Michigan Department of Career Development, Post Office Box 30712, Lansing, MI 48909.

Basic Information

Student's Name _____

Nontraditional Program _____

Instructor(s) Name _____

School or College _____

Consent Statement

When you sign this statement, it gives us permission to use information contained in your award packet for publicity purposes. If you are chosen, you will become a role model for other students, which involves sharing your "story." You must sign the statement below to participate in the Breaking Tradition Awards. Action photos will be used as depictions of nontraditional role models.

I, _____, am aware that I have been nominated as a candidate for the
Type your name
Breaking Traditions Award. I understand that the information in the award forms may be used for publicity purposes. If selected as a regional or state winner, I agree to participate in public relations activities related to the award.

Student's Name

Date

For students under 18 years of age, a parent or guardian must also sign the following consent statement:

I, _____, give my permission for _____
Type parent's or guardian's name Type student's name
to be nominated for the Breaking Traditions Award. I understand that the information in her/his award forms may be used for publicity and nontraditional role model purposes. If selected as a regional or state winner, I will allow her/him to participate in public relations activities related to the award. I grant permission for use of my son/daughter's image or photographs to promote career training that is nontraditional for his/her gender in print, or other media by the Michigan Department of Career Development, Office of Career and Technical Preparation, or its designees. This consent also authorizes release of information to local and state press/media should the student be recognized.

Parent's or Guardian's Signature

Date

Student Questions

To be completed by student and submitted with Nominator Form and Questions, Student Form, Essay, Letter of Recommendation, and photos by February 15, 2003. Must be typed on a separate sheet of paper (computer or typewriter, 10 or 12 point font; copy each question, then write your answer).

Answer in 200 or fewer words per question.

1. What are your future career plans?
2. Describe your reasons for choosing your nontraditional CTE/occupational program.
3. Describe how you have acted as a mentor or role model for another student.
4. Who's been a career role model or mentor for you and how has this person affected your life?
5. What advice do you have for students considering nontraditional programs?
6. Please provide the judges with information about specific school or outside activities.

Only list responsibilities you've had during the last two-three years. Possible information to list:

- | | |
|--|--|
| * Current awards or achievements (list years) | * Family responsibilities (while enrolled) |
| * Recent school or community involvement | * Obstacles you've had to overcome |
| * Activities, such as job shadowing, work or club affiliations, to establish yourself in your career | * Participation in career and technical organizations. |

Essay (500 or fewer words)

To be written by the student and submitted with Nominator Form and Questions, Student Form and Questions, Letter of Recommendation, and photos by February 15, 2003. Must be typed on a separate sheet of paper (computer or typewriter 10, or 12 font size, double spaced)

Write an essay describing how your nontraditional Career and Technical/Occupational program has changed and/or influenced you. How has it affected your life? (Family, career goals and expectations, views about the world of work, etc.)

Michigan Department of Career Development Statement of Assurance of Compliance with Federal Law

It is the policy of The Michigan Department of Career Development to comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Michigan Department of Career Development that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability shall be subjected to discrimination in any program or activity for which it is responsible, or for which it receives financial assistance from the U. S. Department of Education.

For Information Contact:
Office of Civil Rights Administration Coordinator
Office of Career and Technical Preparation
(517) 373-3373